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DHS Memorandum PA99-2
Installation Grant

Date: October 4, 1999

To: County and District Superintendents of Schools and Programs
Selected to Participate in the Digital High School Program

From: Nancy Sullivan, Manager
Education Technology Office

Subject: 1999 - 2001 Digital High School Application Clarification

This memorandum contains information that will assist your Digital High School writing team in the development of your application. In the revision of the Digital High School Application Guidelines for Years 3 and 4 of the program, one of the primary goals was to ensure that no new requirements were added for Year 3 and 4 sites than were required of Year 1 and 2 sites. The revisions were designed to clarify the information required and to help ensure that applicants develop well thought out and realistic plans for students and staff. In working with Year 3 sites, it has come to our attention that a few areas of the application require further clarification or modification to forestall confusion in the application development. These areas are:

1. **Strategic Goals, Objectives, and Benchmarks for Staff: Section C, 1, b, (2), (a) [pages 12 and 48-49 of the program application].** In this section, three-year goals and objectives, and annual benchmarks for staff development designed to improve staff personal proficiency in using technology are stated. However, the rubric for (2)(a) Item 2 does not clearly indicate that benchmarks are to be focused on staff development as is intended. The rubric for (2)(b) Item 2 and (2)(c) Item 2 does state this correctly. The benchmarks in your plan must, at a minimum, address staff development and may, at a site's option, address the actual proficiency of staff.
2. **Application Guidelines, Section II, D, 2: Required Components and Format (page 8, second paragraph).** Originally, the limit was 15 pages for single site applications and 20 pages for multi-site applications, but it was felt that this may not be enough space for applicants to specifically explain all the required aspects of their plan and utilize the optional forms that easily organize information. Therefore, the project narrative may now be no more than 20 pages for single site applications and 25 pages for multi-site applications, including appropriate charts and graphs, but excluding all required forms, the local board minutes, and the two-page project abstract.

3. **Technology Inventory Form DHS99-24.** This form has been revised to correct an error in the "Peripherals" table (page 2 of the form). The last two rows, "Computer Screen" and "Projectors (e.g., LCD)" should have been combined to state "Computer Screen Projectors (e.g., LCD)" and a row for "Video Conferencing Units" was omitted. Attached is the corrected form that must be used. The form is also posted on the Digital High School Web site (<http://www.cde.ca.gov/digitalhigh/>).

Both regional and state level readers will be trained to follow these revisions in the review of applications. If you have further questions, please contact your regional CTAP office or Gary Quiring, Education Technology Office at (916) 323-6197.

NS:gq
Enclosures

cc: California Technology Assistance Project Directors
California Technology Assistance Project Grants Management Committee
Principals of Year 3 and 4 Sites